

HEALTH AND SAFETY PLAN

Van Buren County Arkansas

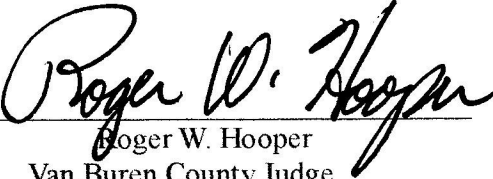
SAFETY POLICY of Van Buren County Arkansas

It is the policy of Van Buren County Arkansas to work continually toward improving our safety program and safety procedures.

It is Van Buren County Arkansas's intent to provide a safe working environment in all areas for our employees. It is our belief that all accidents and injuries can and should be prevented by controlling the environment and the actions of our employees. Therefore, safety will take precedence over expediency and shortcuts. Every attempt will be made to reduce the possibility of accidents or injuries. Protection of employees, the public, and county property and operation is paramount. We consider no phase of the operation more important than the health and safety of our employees.

Employee safety is our number one priority as we do business. We pledge to train and equip our employees with the tools and knowledge to be able to do their jobs safely. We will ensure the policies adopted by Van Buren County Arkansas are implemented and adhered to by all employees. While at the same time, employees must take personal responsibility for the prevention of injuries.

Management will continue to be guided and motivated by this policy, and with the cooperation of all employees, will actively pursue a safer working environment throughout the county departments.



Roger W. Hooper
Van Buren County Judge

11-3-2017
Date

ASSIGNMENT OF RESPONSIBILITIES

The VBC Safety Coordinator will be the primary person responsible for the implementation and enforcement of the county safety policy. In the absence of the VBC Safety Coordinator, the Van Buren County Judge will assume the responsibility for enforcing the program.

Additionally, the VBC Safety Coordinator will be responsible for all documentation and records developed as a result of safety training, meetings, accident investigations and hazard reports required by the plan.

INJURY ANALYSIS

The VBC Safety Coordinator will review the county employee health and safety trends on a quarterly basis. The purpose of this review will be to identify any trends or patterns and take corrective action.

The following documentation will be used, as necessary and available, to review when developing the trend analysis:

Workers Compensation - First Report of Injury or Illness, Form IA-1
Workers Compensation Form N
Workers Compensation Form S
Van Buren County Employee Accident/Incident Investigation
Van Buren County Accident/Incident Investigation Review
Van Buren County Voluntary Witness Statement
Departmental Self Inspection and Near Miss Reports
AAC Claim and Expense Reports
Building Safety and Maintenance Inspection Checklist
Garage Inspection

Trends will be reviewed for patterns such as: shift, injury type, time of day, and by type of exposure. The VBC Safety Coordinator will make recommendations for corrective actions to be taken to the affected Department Heads, managers, supervisors and the Van Buren County Judge. The VBC Safety Coordinator will also track corrective actions identified and adopted to prevent recurrence of similar accidents or hazards.

The Van Buren County Safety Coordinator will be responsible for documenting the trend analysis reviews. All documented reviews will be retained for a period of 24 months.

Blank forms for all necessary documentation for the health and safety plan will be available in the Office of the VBC Safety Coordinator, the Business Office of the Van Buren County Judge and at vanburencountyar.com the VBC Web page.

SAFETY PROGRAM RECORD KEEPING

The VBC Safety Coordinator will be responsible for maintaining all documentation of training, accident reports, hazard reports, incident reports, claim and expense report, and any other documentation required for the implementation of this health and safety plan.

The following are a list of records kept as part of the health and safety plan:

Injury Records:

Reports of injuries will be maintained in the Business Office of the Van Buren County Judge and the Office of the VBC Safety Coordinator.

Injury records will be retained for a period of five (5) calendar years.

Inspection records will be maintained in the Office of the VBC Safety Coordinator.

Safety Meetings/Training Records will be maintained in the Office of the VBC Safety Coordinator.

Accident Investigation Records will be maintained in the Business Office of the VBC Judge and the Office of the VBC Safety Coordinator.

TRAINING AND EDUCATION

Van Buren County Arkansas is committed to providing safety and health related orientation and training to all employees at all levels of the county. The Van Buren County Safety Coordinator will be responsible for identifying the education and training needs of the county employees on an annual basis. The training subjects and materials are developed utilizing industry and site specific criteria based on the identified and potential hazards and past claims history.

The training program will be administered in two phases consisting of new employee or reassignment orientation and general periodic and refresher training. In addition to formal safety and health training, employees will also receive on the job instruction on safe operating procedures of each assigned job or task by supervisory personnel in that department.

The general training identified by our county will include but is not limited to, the following:

- Evacuation Plans
- Fire Prevention
- Hazard Communication
- Hazardous Weather Awareness/Precautions
- Safe Driving
- Slips, Trips and Falls
- Proper Lifting/Back Injuries
- Electrical Safety/Lock Out - Tag Out
- Office Safety
- Violence in the Workplace/Active Shooter
- Ladder/Stair Safety
- Ergonomics
- Job Specific Safety

ORIENTATION:

Our county will conduct orientation for employees when:

- I. Health and Safety Plan is implemented or changed
- II. Employees are new or newly assigned
- III. New substances, processes, or equipment is introduced
- IV. New hazard's or a previously unrecognized hazard is found

The orientation will consist of all required training programs as well as job and site specific safety and health information. All new employees will be given a tour of the job location and an opportunity to pose questions to familiarize themselves with the process. New employees will not be released to an individual job assignment until it has been determined by the Local Department Manager/Supervisor or the Van Buren County Safety Coordinator that the individual has retained the minimal acceptable elements of the training provided and can safely perform the assigned duties. *(See Appendix A for Worker Orientation Checklist)*

REFRESHER TRAINING:

Safety re-fresher training performed monthly in the form of brief safety talks, will be documented and records will be maintained by the Local Department Manager/Supervisor or the Van Buren County Safety Coordinator for a period of 24 months or as required by law or directives.

Documentation will include:

- 1)Date of training,
- 2)Name of trainer,
- 3)Subject(s) covered, and
- 4)Attendance roster with employee's signatures.

Van Buren County Arkansas will ensure that supervisors are trained in safety hazard recognition and prevention.

SAFETY INSPECTIONS

The Local Manager/Supervisor and/or the VBC Safety Coordinator will be responsible for conducting and documenting safety inspections within our county. The purpose of these inspections is to identify hazardous conditions and practices which may result in injury or illness to the employee. Further more, the Local Department Manager/Supervisor or the VBC Safety Coordinator will be responsible for taking action to track and correct the hazards found during these inspections.

The following is a list of county building locations to be inspected Annually by the VBC Safety Coordinator:

County Courthouse, 273 Main St., Clinton
Childcare, 280 Quality Dr., Clinton
Community Center, 236 Factory Rd., Clinton
District Judge Office Building, 234 Moss St., Clinton
Health Department, 526 Quality Dr., Clinton
Hippe Recycle Center, 150 Garden Lane, Fairfield Bay
Library, 289 Factory Rd, Clinton
North Annex Building, 1396 US Hwy 65 S, Clinton
Prosecutor Office, 193 Court St., Clinton
Recycle Center, 494 Volunteer Parkway, Clinton
Revenue Office, 1400 US Hwy 65 S, Clinton
Road Department Shop & Storage, 438 Old Hwy 9, Clinton
Scale House, 496 Volunteer Parkway, Clinton
South Annex Building, 1414 US Hwy 65 S, Clinton
Transfer Station, 496 Volunteer Parkway, Clinton

Records of these inspections will be maintained by the VBC Safety Coordinator. Records will be maintained and tracked until all hazards noted are corrected and will remain on file for a period of 12 months.

Documentation will include:

- 1.Date of inspection
- 2.Name of person conducting inspection
- 3.Inspection results(items noted)
- 4.Person assigned for corrective action
- 5.Date of corrections made

All parties who conduct formal workplace inspections will be trained on their responsibilities and on how to document the inspections.

The following is a list of county building locations to be inspected by the Local Official, Department Manager, Supervisor, or Governing Board:

Van Buren County Sheriff's Office and Detention Center, 184 Detention Dr., Clinton
Ozark Health, 2500 US Hwy 65 S, Clinton

ACCIDENT INVESTIGATION

An accident may be defined as an unexpected and usually undesirable event that may cause injury to people, damage to property or the environment, or a combination of both. Accidents usually arise from a combination of unsafe conditions and unsafe acts.

Van Buren County Arkansas requires all employees to immediately report to their immediate supervisor all accidents and incidents that result in injury or property damage, and all near misses. All reports of work related accidents will be forwarded to the VBC Safety Coordinator. Whenever possible, each of these events involving county employees will be investigated within 24 hours by the VBC Safety Coordinator or the Van Buren County Judge to determine the causes and contributing factors. From the accident investigation, a plan of corrective action will be established to help prevent recurrence of similar events.

Van Buren County Arkansas will ensure that accident investigations are conducted by competent personnel.

Primary Accident/Incident Investigation Procedure:

1. Employee reports work related accident or near miss to direct supervisor as soon as possible. The supervisor immediately contacts the VBC Safety Coordinator and the Van Buren County Judge.
2. Supervisor:
 - a. Ensures proper medical attention given.
 - b. Arranges for transportation for injured employee's medical treatment as needed.
 - c. Secures the scene of the accident to prevent further injury and preserve evidence that may be important to the investigation.
 - d. If possible take photographs and make sketches of the scene. Identify equipment, materials, etc.
 - e. Completes the appropriate Accident Investigation Report(s) and takes any Employee Witness Statement or statements by others who may have been involved in or have information about the incident, and others who may be able to provide pertinent information concerning the conditions that may have contributed to the accident (*See Appendix B Accident/Incident Investigation Form, Appendix C Employee Vehicle Accident Report and Appendix D Employee Witness Statement*)

f. Forwards all completed reports, photographs, sketches, and any other related information to the Business Office of the Van Buren County Judge and the VBC Safety Coordinator within 24 hours of the occurrence.

Review of Accident/Incident Investigation:

1. All Accident/Incident Investigations will be reviewed by the VBC Safety Coordinator and/or the Van Buren County Judge to;
 - a. Evaluate all factors to determine Who, What, When, How, and Why?
 - b. Ensure a detailed report of the investigation
 - c. Recommend corrective actions based on review of information.
 - d. Determine costs of incidents and corrective actions
2. Supervisors will be responsible for implementing the corrective actions.
3. The VBC Safety Coordinator and/or the Van Buren County Judge will follow up on the recommendations to ensure corrective actions have been implemented and that they are effective.
4. Accident investigation reports will be retained in the VBC Safety Coordinator office for a period of at least two years. (*See Appendix E and Appendix F*)

Review and Revision

The VBC Safety Coordinator or other designated representative will review and revise the components of the Health and Safety Plan on an annual basis. The purpose of this review will be to determine if all areas of exposure are addressed in the Health and Safety Plan. Special attention will be devoted to areas that demonstrate failure in a program element, and introduction of new processes or equipment. Corrective actions will be taken and the plan will be amended to ensure that it is effective.

Annual reviews will be documented showing the date of the review and any corrective actions taken. Documentation will be maintained by the VBC Safety Coordinator.

**VAN BUREN COUNTY
EMPLOYEE EMERGENCY ACTION PLAN & FIRE PREVENTION PLAN
REF. 29 CFR 1910.38**

Emergency Contacts:

Dial 911 - all local Fire, Police, County Sheriff and Rescue Squad

VBC Safety Coordinator - 745-2409 or 757-2045

Van Buren County Judge - 745-2443 or 253-1407

Office of Emergency Management Coordinator - 253-5377

"Emergency action plan" -

(1)"Scope and application." This emergency action plan follows OSHA 1910.38 standard. The emergency action plan covers those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(2) "Elements." The following elements are included in the plan:

(i) Emergency escape procedures and emergency escape route assignments;

a. All employees shall proceed to the exit nearest their workstation.

Emergency instructions and diagrams specific to each location/building or area are posted in strategic positions indicating specific instructions and ways to exit.

b. Designated "Area Leaders", (named by the individual locations elected official[s], manager[s], supervisor[s] or the VBC Safety Coordinator and listed on that locations instructions) will insure that all employees exit their workstations and assemble at the "Rally Point" on the diagram posted for the specific location/building or area.

(ii) Procedures to be followed by employees who remain to operate critical facility operations before they evacuate;

a. None are to remain for any reason.

(iii) Procedures to account for all employees after emergency evacuation has been completed;

a. Designated "Area Leaders" (named by the individual locations elected official[s], manager[s], supervisor[s] or the VBC Safety Coordinator and listed on that locations instructions) will account for their fellow employees immediately upon arrival at the designated "Rally Point", and report any missing persons to the VBC Safety Coordinator, Van Buren County Judge, other Elected Official, Supervisor and/or the local fire chief.

(iv) Rescue and medical duties for those employees who are to perform them;

a. Rescue will be accomplished by the local Fire Department or the Van Buren County Rescue Unit.

b. No Employee, Elected Official, Department Manager, Supervisor or any other non emergency rescue personnel may re-enter a burning building for any reason.

(v) The means of reporting fires and other emergencies is;

a. Any employee may notify the fire department immediately by **calling 911** upon discovery of a fire and then sound the evacuation alarm.

b. Any employee currently trained in the use of a portable fire extinguisher may attempt to extinguish a small non-structural fire with a portable fire extinguisher after turning in the fire alarm.

c. Bomb Threat - If a bomb threat is received by phone: 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. Be polite and show interest. 3. Try to keep the caller talking to learn more information. 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. 5. If your phone has a display, copy the number and/or letters on the window display. 6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words. 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact **911** immediately with information and await instructions.

If a bomb threat is received by handwritten note: • Call **911** • Handle note as minimally as possible.

If a bomb threat is received by email: • Call **911** • Do not delete the message.

d. Chemical spills on county property must be reported to 1. VBC Safety Coordinator, or 2. the Van Buren County Judge. Chemical spills determined to be either Hazardous or suspicious will be turned over to the Van Buren County HAZMAT team and/or the ADEQ as needed.

(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

a. Van Buren County Safety Coordinator 1396 U.S. Hwy 65 South, Suite 162, Clinton, AR 72031
Phone 501-745-2409 Regular Office Hours 7:00 a.m. - 4:00 p.m. Mon. - Fri.

(3) "Alarm system."

(vii) The following employee alarm system, which complies with 1910.165, is to be used.

a. Where equipped fire alarm horns are to be sounded three (3) times and/or if not equipped the words "FIRE, FIRE, FIRE" are to be shouted at each floor door to door. All persons are to exit when the fire alarm is sounded. This will vary at different locations based on building/location size and equipment installed or issued and will be included in each locations posted instructions.

b. The smoke/fire heat detectors located in each building will sound an individual alarm in case of an undetected fire. These detectors will be tested by the Building Maintenance Department on a monthly schedule.

(4) "Evacuation." The types of evacuation to be used in emergency circumstances are;

a. Fire Alarm – Call 911 and Evacuate the building.

b. Windstorm - In event of a tornado warning, employees are to take cover inside the building in the designated spot for that location as indicated on the "Evacuation Diagram" posted at the location.

c. Bomb threat – After calling 911 - DO NOT: • Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb. • Evacuate the building until police arrive and evaluate the

threat. • Activate the fire alarm. • Touch or move a suspicious package.

The building will be evacuated if a warning is sent and a specific device is found, or a warning is given with an exact time of detonation. The evacuation procedure is included on the "Evacuation Instructions" posted at each individual location.

The Clinton Police Department and the VBC Sheriff's office may make a preliminary search and/or may elect to call in the state police bomb dog.

Once evacuated no Employee, Elected Official, Department Manager, Supervisor or any other non authorized personnel may re-enter the building for any reason until directed to do so by the County Sheriff, State Police or other agency head in control of the situation.

d. Spills – Evacuate the immediate area. Follow emergency response guidebook and SDS guidance. An outside spill team will be used for Hazardous or suspicious spills.

(5) "Training."

(i) Before implementing this emergency action plan, the VBC Safety Coordinator shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

(ii) The Elected Official, Department Head, Supervisor or VBC Safety Coordinator shall review the plan with each employee covered by the plan at the following times:

(A) Initially when the plan is developed,

(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(C) Whenever the plan is changed.

(iii) The Elected Official, Department Head, Supervisor or VBC Safety Coordinator shall review with each employee upon initial assignment those parts of the plan, which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.

"Fire prevention plan" -

(1) "Scope and application." follows OSHA 1910.38 standard. The emergency action plan covers those designated actions employers and employees must take to ensure employee safety from fire.

(2) "Elements." The following elements are included in the fire prevention plan:

(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

Hazards	Areas	Controls
Smoking- storage Flammable Liquid	Combustible storage Transfer Station Building Maintenance County Road Shop Sheriff's Department	No smoking except in designated areas. Trash emptied daily. Quantities limited Available portable fire extinguishers Safety Training Warning Signs

(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires:

- a. The VBC Safety Coordinator or his trained designee will inspect fire extinguishers monthly.
- b. The Elected Officials, Department Heads, Supervisors and VBC Safety Coordinator will enforce smoking regulations.
- c. Flow test on any sprinklers or alarm system tests will be performed by an independent, certified and licensed contractor who will provide documentation.

(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards:

- a. Local Supervisor
- b. VBC Safety Coordinator

(3) "Housekeeping." Accumulations of flammable and combustible waste materials will be controlled as well as residues, so that they do not contribute to a fire emergency.

Housekeeping Rules

- a. The area supervisors will make sure their area is cleaned daily.
- b. Trash will be removed each day.
- c. Supervisors will inspect daily for cigarette butts in unauthorized areas, disciplinary actions may be taken as needed to control.

(4) "Training."

- (i) The VBC Safety Coordinator shall apprise employees of the fire hazards of the materials and processes to which they are exposed in each department by conducting safety training in each location.
- (ii) The Department Manager or person assigned to conduct new employee orientation shall review with each employee upon initial assignment those parts of the fire prevention plan, which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review.
- (iii) Periodic fire extinguisher instruction classes and fire drills will be conducted for the locations.

(5) "Maintenance."

- a. Fire extinguishers are to be visually checked monthly by building maintenance personnel and are to be certified/recharged/replaced annually by a licensed fire inspection company.
- b. Emergency lights will be the responsibility of the VBC Safety Coordinator.
- c. Posting the exit diagram showing primary exit and secondary exit will be the responsibility of the VBC Safety Coordinator.
- d. Aisle obstructions and exit door obstructions will be the responsibility of the area supervisor on a daily basis. The VBC Safety Coordinator will note if this is a recurring problem in any area during routine inspections and take needed steps to correct the problem.

EMPLOYEE HAZARD COMMUNICATION PROGRAM

I. Purpose

The county recognizes that inherent in our operations chemicals and other materials are used as a necessary part of our operation. The county's desire is to reduce the hazards of using these materials by clearly understanding their nature, so the least hazardous materials can be used, and so each employee can be protected through this knowledge and appropriate safeguards provided.

II. Objective

A. To provide technical data that describes day-to-day handling procedures and the dangers of each hazardous material.

B. To provide technical information relative to the chemical composition, hazardous properties, storage, and emergency precautions for dealing with a spill, or inadvertent exposure to hazardous material.

III. Procedure - Refer to the material in this section. Reference OSHA 1910.1200 (2012).

I. INTRODUCTION

As part of our ongoing commitment to safety in the workplace and in compliance with the ADOL Code 12 Public Employees Right to Know, the county has developed a Hazard Communication Program (HAZCOM) as another opportunity to enhance the safety and health of our employees and non-employees who may work within our facilities.

It is our intent to provide information and training about chemical hazards and other hazardous substances within our environment to those employees whose work tasks may require them to handle or otherwise be exposed to such substances. The HAZCOM Program will identify those activities affected within our organization and provide direction to operating management and employees as to their respective roles and responsibilities in this program.

In no instance are additions, deletions or modifications to this program authorized without the written approval of the VBC Safety Coordinator. The VBC Safety Coordinator shall serve as the clearinghouse for all program modifications.

II. POLICY

The Local Manager will incorporate the HAZCOM Program by:

- A) Compiling an inventory of hazardous chemicals/substances at each operating location.
- B) Maintaining the appropriate Safety Data Sheets (SDS) on items identified via each location's inventory.
- C) Ensuring the proper labeling of containers that hold or transmit hazardous chemicals/substances.
- D) Training those employees affected by the HAZCOM Program
 - At time of entry into the workforce.
 - Whenever a job position change places an employee into the proximity or use of hazardous substances

- Whenever a process or chemical substance change occurs.
- Whenever a hazardous chemical or substance is temporarily introduced into their work environment and generates an exposure potential.

This program applies to all work area/facilities of the county where employees may be exposed to hazardous substances under normal working conditions or during foreseeable emergency situations.

The manager/supervisor of each operating location will be the program coordinator for that location.

III. PROGRAM IMPLEMENTATION / MANAGEMENT

The HAZCOM Program is broken down by the following criteria to assist in the implementation. Specific references to exhibits/appendices are used to provide additional information/examples.

- A) Inventory of hazardous chemicals/substances.
- B) SDS "Library".
- C) Labeling of containers/piping systems.
- D) Training.
- E) Contractors operations.

Each facility/department/location will need to maintain this program in a 3-ring binder tabbed as follows:

- I. Policy
- II. Training Program
- III. Index / Inventory
- IV. SDS Library
- V. HAZCOM Regulation Information
- VI. Training Sign-Off Log

Once completed, this program binder must be kept at a location where it is available for review by all employees at anytime during facility operating hours. It cannot be maintained in an office area that will be locked during those hours.

An overall SDS "library" will also be maintained by, and in the office of the VBC Safety Coordinator for reference during normal business hours.

INVENTORY

A complete inventory of all known chemicals/hazardous substances present within the facility must be developed by local management utilizing the format outlined in Exhibit 1 (unless modified by a specific State statute) and maintained behind Tab III of the HAZCOM binder.

This inventory is to be accomplished by physically reviewing all chemicals/hazardous substances in the facility and transferring the appropriate information from the label or product SDS to the inventory sheet. Centrally developed inventories are acceptable where centralized purchasing has been instituted. Open purchases by separate departments, locations, etc., must be added to that location's inventory list, if not already listed on the centrally produced inventory. **See next section on purchasing items.**

If applicable, a separate inventory list must be maintained for those substances in the facility that are utilized by contract or lease operation employees.

The inventory should identify only those products/substances found within the facility.

Note: Consumer products or hazardous substances used in a manner where the employer can demonstrate it is used in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers is/ presently considered to be exempt from the program.

SDS LIBRARY AND PURCHASING (Currently MSDS sheets may be the only publication available these may be placed in our folders until the manufacturer updates to SDS)

Safety Data Sheets (SDS) are produced by the manufacturers of all hazardous chemicals/substances as a means to inform the user on the hazardous properties of the substance, appropriate protective measures to be utilized, methods for control and clean-up as well as other important data. They are a critical tool and significantly impact the quality of the HAZCOM Program. (In the case of articles that are the same, but supplied by various vendors/manufacturers a representative SDS sheet may be used, if it lists the article by name and has complete comparable data. ex. gasoline, propane, metals etc. Every effort will be made to provide accurate information)

Once the inventory is completed, one SDS must be maintained in the program binder for every product/substance listed in the facility inventory. The SDS should be filed in the binder alphabetically.

An SDS should not be in the binder if the substance is not used or present within the facility.

The location manager will be responsible for maintaining the SDS library and notifying the VBC Safety Coordinator of any changes in items present.

Before purchases are made and/or delivered a copy of the Safety Data Sheet" (SDS) must be provided for any substance to be purchased that requires an SDS - **This SDS must be sent to the VBC Safety Coordinator.** (Exhibit 4)

In any instance where an SDS is not available from a vendor or distributor, a formal letter requesting an SDS must be sent to the manufacturer by the person making the purchase. (If the purchaser is unable to do this they may request assistance from the VBC Safety Coordinator at 745-2409) A copy of that request letter should be inserted into the SDS Library until the requested SDS is received. **If at all possible the item should not be purchased until a valid SDS is obtained.** (Exhibit 5 & 6)

Appendix B, should be included in the "library" section to assist in the understanding of terms used by the manufacturers in their respective SDS'.

LABELING

Containers of hazardous chemicals should be released for use only after the following label information has been verified:

- A) Containers are clearly labeled as to their content.
- B) Appropriate hazard warnings are noted on the containers.
- C) Name and address of the manufacturer are listed on the containers.

All labels must minimally be written in English but may also be reprinted in another language if deemed necessary by the company.

Labels are not to be defaced or removed from any container.

The County is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer and utilized within one work day or shift.

The labeling of piping systems is not specifically part of this HAZCOM Program but may be covered by other codes or statutes.

The local Manager at each location will be responsible for ensuring that all required container labeling is accomplished via the manufacturers' labels or with generic labels that contain product and manufacturer identity as well as the appropriate hazard warnings.

EMPLOYEE INFORMATION AND TRAINING

Employees who use or are exposed to hazardous substances as a course of their employment must receive the specific Hazard Communications Program Training.

- At the time of their initial assignment.
- Whenever a new hazardous substance is introduced into their work environment.
- When a product's chemical formula is changed so that it changes the hazardous substances within the product (for that product only).

The HAZCOM training program script is comprised of a prepared text and the SDS's for the substances utilized by the employees. This program should be incorporated in the location's HAZCOM binder and is identified as Appendix A. Specifically, the training program must address the following as a minimum. The portion of the training program that addresses the topic is identified in the right hand column.

Topic	Source
<input type="checkbox"/> Overview of the problems associated with chemical exposures.	Script
<input type="checkbox"/> Overview of the requirements contained in the HAZCOM Regulation, including employee's rights under the regulation.	Script
<input type="checkbox"/> Activity or condition in their work area where Review of hazardous substances are present.	inventory list & SDS
<input type="checkbox"/> Location and availability of the written HAZCOM Policy Statement	Program.
<input type="checkbox"/> Physical and health effects of the hazardous substances.	SDS Review
<input type="checkbox"/> Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.	Inventory List and SDS
<input type="checkbox"/> How to lessen or prevent exposure to these hazardous substances through engineering controls, work practices, and/or the use of personal protective equipment.	SDS
<input type="checkbox"/> Details of the HAZCOM Program including labeling, SDS	Script

review and how employees can obtain and use the appropriate hazard information.

Note Once the required training is received, the employee should sign the training log (Exhibit 2) which should be maintained in the binder at Tab VI. Since this training is job specific and required only for those exposed to hazardous substances, it is not recommended that training accomplishment be incorporated into personal training files or folders. This is also a Federal OSHA inspection item and, as such, is easier to verify if all documentation is maintained in the binder.

CONTRACTORS/LEASE OPERATIONS/OUTSIDE MAINTENANCE SERVICES

Anytime a contractor or lease operation introduces a hazardous chemical or substance into the workplace, a HAZCOM notification/training activity is created which requires that we alert our employees to the potential exposure and train accordingly.

Likewise, contractors/lease operations that may be exposed to substances already within our facilities are to be notified of the potential exposure so that they may initiate the appropriate training activity for their personnel. We are not required to train the contractor's employees.

Prior to the initiation of work/service in our facility, the following conditions must be met:

Remodel/Construction/Maintenance

A pre-construction conference that minimally includes the location's manager, construction project coordinator and the contractor's representative. Utilizing the contractor's notification form (Exhibit 3), the manager will ensure that:

- A) The contractor must have access to the HAZCOM Program, location inventory and SDS's. The methods by which this data will be made available to the contractor must also be delineated.
- B) All appropriate precautionary measures are identified to protect employees of the company and the contractor.
- C) Review the labeling system utilized within the facility (if applicable).
- D) The contractor delivers all information on hazardous substances being brought into the facility and that the appropriate SDS's are provided so that any employees who will be potentially exposed can be trained.
- E) File the original completed contractor's notification form in the binder -Tab VI and give a copy to the contractor.

LEASE/CONTRACT SERVICES

All the steps outlined for construction projects (preceding section) are to be incorporated for lease or service contract organization. Such communication must be from the location manager to the lease operation/contract service manager.

We are not required, nor do we want to be responsible for training individuals who are not our employees.

In instances where we have dedicated a specific area in a facility for contract service/lease operations and that area and its chemicals are not available for employee contact or use, then we have no training obligation for our employees. We must, however, obtain a copy of the SDS for those products so that the information will be available in the event of an emergency. Consideration should be given to the

potential need for training of our employees if an accidental spill/exposure to lease/contract service supplies occurs.

POTENTIALLY HAZARDOUS - NON-ROUTINE TASKS

If, in the scope of employment, an employee is required to perform a routine (e.g., regular maintenance/repair) or non-routine (e.g., emergency repair) task that may expose them to a hazardous chemical or substance, that employee should, prior to initiating the task, be informed of the nature of the hazard and given instructions as to the proper procedures to follow. This information must minimally include:

- A) Specific hazards.
- B) Protective/safety measures which must be utilized.
- C) Measures that have been taken to lessen the hazards including ventilation, respiratory protection, the presence of another employee and any emergency procedures.

HAZARDOUS SUBSTANCES - WORK ON UNLABELED PIPING SYSTEMS

We need to ensure that employees who work on unlabeled piping systems have been informed as to the presence of hazardous substances (if any). Accordingly, the following procedures should be incorporated.

Prior to initiating work on unlabeled piping, the employee(s) is to contact his/her supervisor for the following information:

- Is the material in the piping system a hazardous substance? Yes No
- Identify the substance. Proceed with the work assignment
- Review potential hazards.
- Identify safety precautions.
- Understand emergency procedures.
- Proceed with the work assignment.

CLEAN UP OF HAZARDOUS MATERIALS

In no instance may an employee participate in the clean-up and disposal of a hazardous chemical or substance unless that individual has received specific training for, and has on file current documentation recording that training from a certified training facility:

- Clean-up procedures.
- Disposal procedures.
- Use of supplied/necessary personal protective equipment.

The VBC Safety Coordinator and HAZCOM Program Manager should be notified immediately. The area requiring clean-up should be cordoned off until such time as the appropriate clean-up activity can be generated. In the case of a material deemed "Hazardous Waste" ADEQ must be contacted.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

The information and recommendations contained herein have been compiled from sources believed to be reliable and to represent the best current opinion on the subject. Additional safety and loss control measures may be required under particular or exceptional conditions or circumstances. *This program does not address communicable diseases such as TB, SARS. The guidelines from the CDC should be followed.

*West Nile virus will be considered a bloodborne pathogen for purposes of disinfection and protective gear. Workers in mosquito infested areas should wear PPE long sleeves, long pants, and use repellants on clothing containing DEET pesticides. Spraying may be necessary on some projects before work.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, and CDC universal precautions, the following exposure control plan has been developed:

A. PURPOSE

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids; and
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

B. EXPOSURE DETERMINATION

We are required to perform an exposure determination to identify jobs where all employees may incur occupational exposure to blood or other potentially infectious materials. This exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment), and lists all job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

Job Categories where all employees are potentially exposed:

Volunteer Firefighters, First Responders, & Ambulance Crews
Coroner & assistants
Sheriff's Office, Deputies, Detention Officers & Animal Control Officer
Health Department workers – all
Road & Bridge outside crews (mosquitos)
Building Maintenance Personnel & Custodians
Office First-aid provider
Solid Waste/Recycler

In addition, we are required to list job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that cause occupational exposure are also listed in order to understand which employees are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Job Classification
Elected Officials & Office Clerks

Task/Procedure
Daily direct contact with public

C. IMPLEMENTATION SCHEDULE AND METHODOLOGY

1. Compliance Methods

Precautions will be observed at the county in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:

Anyone acting as First-aid providers are to use PPE, including sterile protective gloves, plastic mouthpiece in CPR, and eye protection when blood may enter the eye. Contaminated clothing is to be changed and laundered immediately. Spills of blood or body fluids are to be disinfected with a 10% bleach solution, Lysol Level III cleaner, or other recognized disinfectant for Hep B and HIV.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

annual review

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. At this facility hand washing facilities are located:

Restrooms

Supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

2. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

3. Contaminated Materials

Contaminated materials such as bandages or other potentially infectious materials will be placed in a container which prevents leakage during the collection, handling, processing, storage and transport of the specimens.

The container used for this purpose will be labeled or color coded in accordance with paragraph(g)(1)(i) of the OSHA standard.

Any specimens which could puncture a primary container will be placed within a secondary container which is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

4. Contaminated Equipment

The local Manager is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing, **use** or shipping and shall be decontaminated as necessary.

5. Personal Protective Equipment

PPE PROVISION

The local Manager is responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

PPE USE

The local manager shall ensure that the employee uses appropriate PPE unless the supervisor shows that employee temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE ACCESSIBILITY

The manager shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powder-less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

PPE CLEANING, LAUNDERING AND DISPOSAL

All personal protective equipment will be cleaned, laundered, and disposed of by the county at no cost to the employees. All repairs and replacements will be made by the county at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in the designated area or container for storage, washing, decontamination or disposal.

GLOVES

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, mucous membranes and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

EYE AND FACE PROTECTION

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Mouth pieces, pocket masks, ventilation devices and resuscitation bags will be provided as needed. Situations at the County which would require such protection are as follows:

CPR will require use of the plastic mouthpiece. Eye protection must be used if splattering blood is encountered.

ADDITIONAL PROTECTION

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated. The following situations require that such protective clothing be utilized:

Custodians will utilize PVC gloves during cleaning.

6. **Housekeeping**

This County facilities should be cleaned and decontaminated according to the following schedule

Area	Schedule
Bathrooms	Between each shift/ each day
Cuts to skin	Immediately after first aid

Decontamination will be accomplished by utilizing the following materials: (list the materials which will be utilized, such as bleach solutions or EPA registered level III germicides)

Clorox
Lysol III

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning. Communicable diseases may require several disinfecting agents.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis daily.

Any broken glassware which may be contaminated will not be picked up directly with the hands.

7. Regulated Waste Disposal

Other regulated waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

Any blood-waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

8. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled, or color coded red bag) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

9. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up
GENERAL

Van Buren County Arkansas will make available the Hepatitis B vaccine and vaccination series to all employees who have regular occupational exposure, and post-exposure follow-up to employees who have had an exposure incident. First aid providers need not receive these shot unless they have a serious exposure that could get into their bloodstream.

The local manager in consultation with the VBC Health Department shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis are:

- a. Made available at no cost to the employee;
- b. Made available to the employee at a reasonable time and place;
- c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- d. Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

HEPATITIS B VACCINATION

The local manager is in charge of the Hepatitis B vaccination program.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicate for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal on a vaccination declination form.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

POST EXPOSURE EVALUATION AND FOLLOW-UP

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to the locations workers compensation treatment clinic.

Following a report of an exposure incident the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
- b. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the County clinic shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post exposure follow-up will be performed by the County's local clinic treating WC injuries.

INFORMATION PROVIDED TO THE HEALTHCARE PROFESSIONAL

The local manager shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A copy of 29 CFR 1910.1030;
- b. A written description of the exposed employee's duties as they relate to the exposure incident;
- c. Written documentation of the route of exposure and circumstances under which exposure occurred;
- d. Results of the source individuals blood testing, if available; and
- e. All medical records relevant to the appropriate treatment of the employee including vaccination status.

HEALTHCARE PROFESSIONAL'S WRITTEN OPINION

The local manager shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professionals written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation;
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

10. **Labels and Signs**

The manager shall ensure that biohazard labels shall be fixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

11. **Information and Training**

The Safety Coordinator shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents.

- b. A discussion of the epidemiology and symptoms of bloodborne diseases.
- c. An explanation of the modes of transmission of bloodborne pathogens.
- d. An explanation of this Bloodborne Pathogen Exposure Control Plan and the method for obtaining a copy.
- e. The recognition of tasks that may involve exposure to blood and other potentially infectious materials..
- f. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.
- h. An explanation of the basis of selection of PPEs.
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up that will be made available.
- l. Information on the post exposure evaluation and follow-up required after an employee has been exposed to blood or other potentially infectious materials.
- m. An explanation of the signs, labels, and color coding systems required by paragraph(g)(1).
- n. A question and answer period shall be allowed with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

12. **Recordkeeping** MEDICAL RECORDS

The safety coordinator is responsible for maintaining medical records as indicated below. These records will be kept at the County's workers comp clinic.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination and any medical records relative to the employers ability to receive vaccination.

- c. A copy of all results of examinations, healthcare professional's written opinion, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

Note: Confidentiality. All medical records are to be kept:

- 1. Confidential; and
- 2. Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law and section 1910.1030(h) recordkeeping.
- 3. Maintained for at least the duration of employment plus 30 years.

TRAINING RECORDS

The safety coordinator is responsible for maintaining the following training records. These records will be kept in the local office.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

AVAILABILITY

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

TRANSFER OF RECORDS

If this facility is closed or there is no successor employer to receive and retain the records for the prescribe period, the Director of the NIOSH shall be contacted for final disposition.

13. Evaluation and Review

The Safety Coordinator is responsible for annually reviewing this program, its effectiveness, and for updating this program as needed.

Work Practice Controls & Housekeeping Bloodborne Pathogens

- 1. All employees are instructed to follow good hygiene practices and wash their hands with hand soap and water prior to eating and after exposure to blood or body fluids. If employees get a serious internal blood exposure from another person they should report this to the Safety Director within the shift.
- 2. If the first aid providers or others must dispose of sharp instruments, such as needles or blades,

potentially infectious materials, or blood contaminated laundry that has been contaminated with blood or body fluids, then these will be placed either in a plastic sharps container or suitably marked plastic bag.

3. Eating, drinking, or smoking in the first aid room or where there is blood or body fluids is prohibited.

4. Food, drinks, and other such products are not to be stored or consumed in the area of the first aid room.

5. Employees should avoid contact with blood or body fluids by using protective gear, including rubber gloves, eye protection, and using a plastic mouthpiece when doing CPR. Blood waste may be rinsed down the drain as a general rule. Contaminated bandages or articles must be placed in a "Bio-hazard" bag. Properly bagging and containing this waste will prevent other from contacting it.

6. Gloves and other protective equipment may be decontaminated by washing in a 5% chlorine bleach solution. Contaminated clothing should immediately removed, laundered, and the employee should wash with soap and water.

7. Any equipment that has been contaminated will not be put back into service until the blood or body fluids have been decontaminated and cleaned with bleach solution.

8. In event of a serious blood or body fluid exposure that may have entered you blood stream, eye, or a cut from another person, notify your manager immediately.

Fall Protection Program

Fall Protection, Ladders, Roofs & Stairways

1. All employees exposed to fall hazards must be protected from falls of 4 feet or greater. This applies to all employees, except those involved in steel erection and from work on scaffolds which will have different coverage.

2. Fall protection is required on scaffolds at heights of 10 feet or greater.

3. Guardrails, nets, floor hole covers, or personal fall arrest equipment must be used to protect such fall exposures as:

Walking/working surfaces, Floor holes, Wall openings, Skylight openings, Work platforms/scaffolds
Steel erection

4. Anchorage points for fall protection must be able to support 5000 Ib. per Employees

a. Improper anchorage points include, but are not limited to:

Conduit, Guardrails, Plumbing, Roof Stacks or vents, Light Fixtures, Ladders & Scaffolds

5. All employees exposed to potential fall hazards must receive training in hazard recognition, fall protection measures, VBC safety and health policy, how to properly wear and use personal fall arrest equipment, and proper anchorage points.

6. Floor Holes/Openings

a. All floor holes over 2 inches in diameter that pose a fall or tripping hazard must be protected with guardrails or floor hole covers.

b. Where floor hole/opening covers are used they must be strong enough to support 2 times the intended load of workers, material, and / or equipment.

- c. Floor hole/opening covers must be secured with nails or screws to prevent accidental displacement.
- d. Floor hole/opening covers must be either color coded or marked with the word "HOLE OR COVER" to provide warning of the hazard.
- e. When the floor hole/opening cover is not in place, the opening must be protected by a standard guardrail system.

7. Ladders

- a. Job made ladders must be constructed for their intended use only. Cleats must be inset into side rails, or filler blocks used. Cleats must be uniformly spaced every 12 inches.
- b. No damaged ladder may be used on Van Buren County job sites. No county owned ladders may be given away, taken home or sold when deemed unsafe. Damaged/unsafe ladders must be destroyed by cutting in two lengthwise rendering each step/rung unusable. The parts must then be taken to VBC Solid Waste/Recycling for either sale as scrap metal or disposal in the landfill.
- c. Metal ladders may not be used near electrical sources where contact could occur.
- d. Single rail ladders are prohibited on County job sites.
- e. Portable ladders must be set up so that the base of the ladder is set out at a distance from the wall equal to 1H:4V ratio of the working length of the ladder.
- f. All workers must maintain a 3-point contact on ladders at all time.
- g. Ladders must be tied off at the top wherever possible. Portable ladders must have feet to prevent slippage at the bottom.
- h. When ladders are used for access to an upper elevation, the side rails must extend at least 36 inches above the landing.
- i. Stepladders must be opened fully with side braces locked. Under no circumstance, may employees work above the second rung from the top of stepladders.

8. Roofing Safety Requirements

- a. Adequate safety precautions may require roofing contractors/county workers to use a combination warning line and safety monitor system under certain situations.
- b. For low slope roofs wider than 50 feet, it is permissible to use a warning line system, six foot back from the edge of the roof, and a monitor system for work between the warning line and roof edge.
- c. For low- sloped roofs less than 50 feet in width, a safety monitor system may be used without a warning line.
- d. The safety monitor must be a competent person, working on the same level and able to see and talk with the person(s) being monitored. The monitor need only monitor employees while the employees are in the danger zone (area outside the warning line system). The monitor can have no other duties that may interfere with his/her prime responsibility to watch out for employees.
- e. Where a parapet system exists, the parapet can substitute for a guardrail system if 36 inches or greater in height. In these areas, a warning line and monitor is not needed.
- f. Mechanical equipment may not be used or stored between the warning line and the roof edge.
- g. It is Van Buren County's policy to deck over roof openings during the erection phase and cut these openings just prior to installation of skylights etc.
- h. Prior to the start of roofing work, any Contractors or Subcontractors shall submit a copy of recordable accidents incurred by the contractor during the past three (3) years along with any bids submitted for work on buildings owned by Van Buren County. The winning bidder must also supply the name of the competent person in charge of safety their company during roofing

operations. It is also required to hold a pre-construction meeting with the roofing company to review the fall protection requirements and exposures for the project.

9. Stairways

- a. Whenever there is a break in elevation of 19 inches or more a stairway, ramp, ladder or other safe means of access must be provided.
- b. All stairways with 4 or more steps or rising more than 30 inches must have at least one standard handrail from the bottom to the top of the stairway.
- c. Each unprotected side must have a stair-rail or handrail.
- d. Stairway landings with unprotected sides and edges must be protected with standard guardrails.

Hazardous/Inclement Weather and Related Emergencies Plan

I. PURPOSE

Van Buren County Arkansas has established a coordinated Hazardous/Inclement Weather and Related Emergencies Plan to uniformly and equitably address adverse weather and related emergencies affecting the majority of the Van Buren County Arkansas employees commuting area .

II. SCOPE

- a. Office's of the The Van Buren County Judge, County Clerk, Circuit Clerk, Treasurer, Assessor, Collector, and Van Buren County Library participate in this Hazardous Weather and Emergencies Plan.
- b. The Van Buren County Sheriff's Office, Detention Center, Road Department, Health Department, Solid Waste/Recycle Department, Building Maintenance Department and Ozark Health maintain their own plans.

III. GENERAL:

- a. All employees are to presume, unless otherwise notified, that their office or department will be open each regular workday regardless of weather or other conditions that may develop
- b. The Code Red phone service will be used to contact affected employees. In addition all employees are instructed to listen for announcements broadcast over the radio & TV stations identified in Section IV, f. page 3 of this document.
- c. Critical Van Buren County Arkansas operations, which cannot be suspended or interrupted, are to be identified by the department concerned and identified in an internal directive outlining its specific plan. All departments should identify those employees who perform duties that are vital to the continuity of medical facilities, public safety or other crucial operations and who, of necessity, must be at work regardless of hazardous/emergency situations or any general dismissal authorization. Such employees should be identified and informed in writing that they have emergency status.
- d. This Hazardous/Inclement Weather and Related Emergencies Plan concerns itself with employees working the department's basic work hours. For those departments with employees working other than the basic hours, an internal plan should be developed by the department for notifying these employees of hazardous weather policies. No provisions of the guidelines set forth in the plan may be applied in contravention of Van Buren County Ordinances, Arkansas law, Federal law or other pertinent controlling policies.

- e. Familiarize yourself with the terms that are used to identify winter weather:
 - Freezing Rain creates a coating of ice on roads and walkways.
 - Sleet is rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.
 - Winter Weather Advisory means cold, ice and snow are expected.
 - Winter Storm Watch means severe weather such as heavy snow or ice is possible in the next day or two.
 - Winter Storm Warning means severe winter conditions have begun or will begin very soon.
 - Blizzard Warning means heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts and life-threatening wind chill.
 - Frost/Freeze Warning means below freezing temperatures are expected.

IV. PROCEDURES.

- a. This plan was established to address inclement weather at any time of the year, snow, ice, flooding, tornado activity, a State of emergency, or any other conditions, which may adversely affect the majority of the Van Buren County Arkansas commuting area.

- b. Once a situation or condition has been predicted or occurs, the Van Buren County Judge will coordinate as necessary with other Department Heads, the VBC Office of Emergency Management Coordinator, VBC Safety Coordinator, and VBC Road Superintendent either individually or by conference call. When sufficient information is available about a pending or developing condition and the situation warrants, the Van Buren County Judge will render a decision regarding action(s) to be taken. Attempt will be made to render this decision either on the day preceding the event or as early as possible prior to the beginning of commute on the day of the event. If at all possible no later than 6:00 a.m.

- d. The Van Buren County 911 Coordinator (Code Red System administrator) will be contacted and will initiate the phone notification system alerting employees. Department Heads/Managers/Supervisors will be notified as early as possible of the decision. As a secondary source of information, the Van Buren County Judge or his designee will provide the same advisory information to the designated radio & TV stations shown below.

- e. Early Dismissal. During duty hours the Van Buren County Office of Emergency Management Coordinator or designee will monitor the weather or emergency conditions and confer with the Van Buren County Judge, VBC Safety Coordinator, VBC Road Superintendent and VBC Sheriff's Office individually or by conference call. When sufficient information available about the situation warrants, the Van Buren County Judge will render a decision regarding action(s) to be taken. The Van Buren County Judge's Office will then notify the affected Department Head, Manager or Supervisor who will in turn activate their internal notification system.

f. Radio and Television Stations:

Radio: KGFL 1110 AM

Television Stations: KARK Ch 4 NBC

KHPQ 92.1 FM

KATV Ch 7 ABC

KFFB 106.1 FM

KTHV Ch 11 CBS

SEVERE WEATHER PLAN

I. INTRODUCTION

The purpose of this Severe Weather Plan is to provide a course of action to be used during a severe weather event to minimize the potential for injury and loss of life that can result during a tornado. This plan also identifies the most tornado-resistant areas in the various Van Buren County buildings. These areas are not necessarily to be considered tornado safe; but, in our judgment, they are the "best available" for locating people during tornado warnings. This plan is reviewed at least annually by all Van Buren County Arkansas employees during monthly safety talks by the VBC Safety Coordinator or area supervisor to ensure that everyone knows where the severe weather shelter area is and what to do when the severe weather siren activates or other warnings are delivered. Tornadoes develop from high winds associated with thunderstorm activity or in conjunction with hurricanes. Typically spring and late summer thru early fall seasons provide the conditions conducive to tornado formation, although, a tornado can form during any season.

II. SEVERE WEATHER ALERTS

The National Weather Service has defined four severe weather alerts that are of concern. The actions recommended are intended to be the minimum responses necessary for this severe weather plan.

A. SEVERE THUNDERSTORM WATCH

A severe thunderstorm watch means weather conditions are such that a severe thunderstorm could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

B. SEVERE THUNDERSTORM WARNING

A severe thunderstorm warning means a severe thunderstorm has developed and will probably affect those areas stated in the alert message.

C. TORNADO WATCH

A tornado watch means weather conditions are such that a tornado could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

D. TORNADO WARNING

A tornado warning means a tornado has formed and was indicated by weather radar or sighted, and may affect those areas stated in the alert. This alert usually lasts for one (1) hour.

III. THUNDERSTORMS

Thunderstorms may develop at any time of the year. Although thunderstorms can occur during any month, the more violent storms occur in the spring and summer months. Thunderstorms can be single cell, multicell cluster, multicell line, and super cell. Supercells always form severe thunderstorms. Thunderstorms typically consist of very high winds, rain, lightning, and in many cases hail. Typically the larger the hail is, the stronger the thunderstorm is. Hail $\frac{3}{4}$ inch in diameter or more with winds in excess of 55 mph indicate a severe thunderstorm where tornados are likely to be spawned. Tornado formation is most likely to occur where the hail falls. Another dangerous aspect of a thunderstorm is lightning. The best protection from lightning is to seek shelter in a nearby building. Flooding can also occur in low areas and in areas where storm drains are blocked. It is also no surprise that severe thunderstorms can produce damaging winds with or without forming tornados.

IV. ANATOMY OF A TORNADO

Tornadoes form under a certain set of weather conditions in which three very different types of air come together in a certain way. Near the ground lies a layer of warm and humid air along with strong south winds. Colder air and strong west or southwest winds lie in the upper atmosphere. Temperature and moisture differences between the surface and the upper levels create what is called instability, while the change in wind with height is known as wind shear. This shear is linked to the eventual development of rotation from which a tornado may form. A third layer of very warm dry air becomes established between the warm moist air at low levels and the cool dry air aloft. This very warm layer acts as a cap and allows the atmosphere to warm further making the air even more unstable. Things start to happen when a storm system aloft moves east and begins to lift the various layers. Through this lifting process the cap is removed thereby setting the stage for explosive thunderstorm development as strong updrafts develop. Complex interactions between the updraft and the surrounding winds, both at storm level and near the surface, may cause the updraft to begin rotating and a tornado is born. A tornado is a violently rotating column of air in contact with the ground with speeds of 60-300 mph. It is only visible due to water droplets mixed with dust and debris. Doppler radar will not "see" tornados. The radar only detects precipitation and light rain in the center of heavy rain indicates tornado potential. Contrary to popular belief, tornados do not leave the ground, only the intensity changes and they appear to "jump". Tornados can be categorized into three groups based on the "Fujita" scale.

- Weak - 80% of all tornados, 60-110 mph winds, path 3 miles long lasting 1-10 minutes. Cause less than 5% of all deaths.
- Strong - 19% of all tornados, 110-205 mph winds, path less than 5 miles, lasting 10-20 minutes. Cause 30% of all deaths,
- Violent - 1% of all tornados, winds greater than 205 mph, can have a 50 mile path lasting up to 60 minutes. Cause 70% of all deaths.

The most common direction of a tornado path is from the southwest to the northeast but they can come from any direction. Tornadoes are most likely to occur during the afternoon and evening. The most violent storms occur in March, April, May, November and December. The peak hours are from 12:00 noon until 7:00 P.M.

V. EFFECTS OF HIGH WINDS

The causes of damage to buildings by a tornado may be classified in one of three categories which include: extreme winds, missiles, collapse. All buildings have at least one undesirable structural feature relating to the effects of a tornado. Examples are: large areas of glass, long roof/ceiling spans, wind tunnels, and load-bearing wall construction. The areas designated in this report are not to be considered "tornado-proof", but rather the best available areas for sheltering during tornado and severe thunderstorm warnings. Shelter areas were selected by the Van Buren County Safety Coordinator. As much as possible, the shelters were selected to:

- A. Avoid glass
- B. Avoid interior and exterior doors
- C. Utilize interior spaces with short spans
- D. Keep occupants as far away as possible from entrances
- E. Avoid areas expected to become wind tunnels
- F. Distribute locations throughout the building to facilitate rapid access
- G. Avoid areas where chemicals are stored
- H. Put as many walls as possible between you and the exterior of the building

VI. EMERGENCY NOTIFICATION SYSTEM

Severe weather alerts are transmitted by pole-mounted sirens stationed at specific locations around the county and Code Red System Alert calls sent to county office phones. The sirens are tested audibly on the 4th Wednesday of the month at noon (this will not occur if it is storming to prevent confusion).

Sirens will not sound for a tornado watch, only for a tornado warning which means one has been sighted in our area. The sirens will activate for three minutes when a tornado has been sighted.

Code Red System Alert calls will only be received when locations lie in the direct path of dangerous weather.

VII. MINIMUM ACTIONS TO BE TAKEN BASED ON SPECIFIC SEVERE WEATHER ALERTS

A. SEVERE THUNDERSTORM WATCH

Be aware that conditions may be ripe for the development of a tornado.

B. SEVERE THUNDERSTORM WARNING Review your severe weather action plan. Usual activities can continue but be prepared to seek shelter. Avoid going outside if possible.

C. TORNADO WATCH

Review your severe weather action plan. Usual activities can continue but be prepared to seek shelter.

D. TORNADO WARNING

When a tornado warning is issued, activating the sirens and broadcasting a tornado warning via the Code Red System, all supervisors and instructors shall immediately lead their employees and visitors to their building's designated shelter area. If there is a NOAA severe weather radios in the building it should be unplugged and taken to the shelter area to monitor for additional warnings. All persons located outdoors shall seek shelter indoors immediately. Exterior doors should not be opened. Under no circumstances should persons leave buildings during a warning. During a warning, persons should take one of two positions -- The preferred position is kneeling with their head between their knees facing the wall, and the other is, seated on the floor with their backs to the wall. In either case, they should be as low as possible to reduce their potential for injuries from flying missiles or glass or debris. If available, some form of covering should be used to protect heads, arms, and legs. The warnings will last for an hour from the last siren unless a shorter time is indicated by the National Weather Service. Building occupants should remain in the shelter area for at least that long unless a new warning is issued and the warning systems activate again, or the National Weather Service issues a release. Remember, you typically have only three minutes to reach a shelter so do not delay. Waiting can mean the difference between life and death.

Everyone must be familiar with the location of the severe weather shelter area(s) in their location/facility/buildings and should be briefed on what actions to take when the sirens have sounded. Persons in the shelter should tune to local radio stations, their severe weather radio, and/or a NOAA weather radio for additional information.

VIII. SEVERE WEATHER KIT

Every building should have at least one Severe Weather Kit. Some buildings should have more than one. The kit should include at least the following items:

- First-aid Kit
- An A-B-C-type fire extinguisher

IX. FACILITY/OPERATIONS CLOSURE

The decision to close Van Buren County Arkansas business and other operations lies with the Van Buren County Arkansas Judge and other Elected Officials. When time and circumstances permit, decisions on closure will be made by the Van Buren County Judge after close consultation with other County Elected Officials, County Department Managers/Supervisors and/or the Van Buren County Emergency Management Coordinator. The office of the the Van Buren County Emergency Management Coordinator monitors weather conditions on an ongoing basis, and maintains close communication with the Arkansas Department of Emergency Management and other agencies with information on potential emergency situations. Others may be consulted as needed to make an informed decision. The decision to close Van Buren County Arkansas business and other operations will be communicated to the various locations as quickly and with as much advance notice as possible.

X. FLOOR PLAN & SHELTER AREA IDENTIFICATION

Floor plans and location of the shelter area for the various locations/facilities are posted in the buildings and on file with the Van Buren County Rescue Squad and local Fire Department.

XI. MEASURES TO BE TAKEN WHEN USING A SHELTER AREA

- A. All doors around shelter areas should be closed and secured during a tornado warning.
- B. Window and doors with glass panels should be avoided because of potential missiles propelled by high wind.
- C. Chemicals and cleaning supplies should be removed from areas designated for shelter use and relocated to a non shelter area.
- D. Persons in the shelter area must stay in the shelter until and "All Clear" notice is received.

WORKPLACE VIOLENCE PLAN

Introduction:

Van Buren County Arkansas seeks to provide a work environment free from violence or threats of violence against individuals, groups, or employees, or threats against County property. This includes partner violence that may occur on our property. This policy requires that all individuals on County premises or while representing the County conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

Definition:

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to Van Buren County Arkansas or personal property; which occur in a County workplace, while using County resources, at a County work location, or while an individual is engaged in County business.

County Response:

Van Buren County Arkansas strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace **except in the case of those Van Buren County employees authorized to possess firearms per Van Buren County Ordinance 2016-14 and Arkansas Act 1259 of 2015**. Threats, threatening or menacing behavior, stalking, or acts of violence against employees, visitors, guests, or other individuals by anyone on Van Buren County Arkansas property will not be tolerated. Violations of this policy by employees will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Van Buren County Arkansas premises shall be removed from the property as quickly as safety permits, and may be asked to remain away from Van Buren County Arkansas premises pending the outcome of an investigation into the incident. County employees who commit these acts outside the workplace but which impact the workplace are also violating this policy and will be dealt with appropriately. Van Buren County Arkansas reserves the right to respond to any actual or perceived acts of violence in a manner we see fit according to the particular facts and circumstances.

When threatening behavior is exhibited or acts of violence are committed, Van Buren County Arkansas will initiate an appropriate response. This response may include, but is not limited to, investigation by the Van Buren County Sheriff's Office, the Van Buren County Judge or other external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person/persons involved.

No existing Van Buren County Arkansas policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

Reporting Procedure:

Van Buren County Arkansas personnel are responsible for notifying the designated management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received-including those related to partner violence. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a County controlled site or is connected to County employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or

persons who were threatened or were the focus of the threatening behavior. If the designated representative is not available, personnel should report the threat to their supervisor or another member of the management team.

Van Buren County Arkansas understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of Van Buren County Arkansas, officials and employees are to take action in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

Protective or Restraining Orders:

All individuals who apply for and obtain a protective or restraining order which lists Van Buren County Arkansas locations as being protected areas, must provide to the designated Van Buren County Arkansas representative a copy of the petition and order.

Designated Van Buren County Arkansas Representative:

Name:

Title:

Department:

Telephone:

Location:

Partner Violence and the Workplace:

Van Buren County Arkansas recognizes impact of partner violence on the workplace. Partner violence is defined by Van Buren County Arkansas as abusive behavior occurring between two people in an intimate relationship. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control.

Van Buren County Arkansas is committed to heightening awareness of partner violence and providing guidance for employees and management to address the occurrence of partner violence and its effects on the workplace.

Van Buren County Arkansas intends to make assistance available to employees involved in partner violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance, and workplace relocation (if available). In responding to partner violence, Van Buren County Arkansas will maintain appropriate confidentiality and respect for the rights of the employee involved.

Van Buren County Arkansas intends to publish, maintain, and post in locations of high visibility, a list of resources for survivors and perpetrators of partner violence.

Van Buren County Arkansas will not deny job benefits or other programs to employees based solely on partner violence related problems. When employees confide that a job performance or conduct problem is related to partner violence, in addition to appropriate corrective or disciplinary action consistent with County policy and procedure, a referral for appropriate assistance should be made to the employee.

Leave Options for Employees Experiencing Threats of Violence:

Van Buren County Arkansas will make every effort to assist an employee experiencing threats of violence. If an employee needs to be absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with the employee and

the departments Elected Official, Manager or Supervisor.

Employees, Elected Officials, managers, and supervisors are encouraged to first explore paid leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence. Depending on circumstances, this may include:

Arranging flexible work hours so the employee can seek protection, go to court, look for new housing, enter counseling, arrange child care, etc.

Considering use of sick time, compensatory time, paid leave, informal unpaid leave, etc., particularly if requests are for relatively short periods.

Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence

Employee:

Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal action, or can serve as evidence that an existing restraining order was violated. The employee should obtain a restraining order that includes the workplace, and keep a copy on hand at all times. The employee may consider providing a copy to the local city police, his/her supervisor, Van Buren County Sheriff's Office and/or the Van Buren County Judge.

The employee should provide a picture of the perpetrator to the local city police, his/her supervisor, Van Buren County Sheriff's Office and/or the Van Buren County Judge.

The employee should identify an emergency contact person should the employer be unable to contact the victim.

If an absence is deemed appropriate, the employee should be clear about the plan to return to work.

While absent, the employee should maintain contact with the appropriate local city police, his/her supervisor, Van Buren County Sheriff's Office and/or the Van Buren County Judge

Employer: (Elected Official, Department Manager or Supervisor)

Arrange for the victim to have priority parking near the building. (Contact the VBC Safety Coordinator)

Have calls screened, or have the employee's name removed from automated phone directories.

Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.

Relocate the employee's workspace to a more secure area or another site whenever possible.

The employer should request the Van Buren County Sheriff to assist the employee with development of an individual threat safety plan

Work with local law enforcement personnel, and encourage employees to do so regarding situations outside the workplace.

Ergonomic Program

I. Purpose and Scope

It is the goal of Van Buren County Arkansas to reduce unnecessary stress in the workplace which can contribute to muscular-skeletal disorders (MSD's) that affect the legs, hands/arms, and back. We strive to achieve an optimal match between the job or task, the workstation, tool(s), the environment and workers' capabilities. Van Buren County Arkansas is committed to continuous improvement in workplace ergonomic protection, encouraging new technology and innovation to protect it's employees.

Our ergonomic program consists of: Job Analysis and Identification of Ergonomic Risk Factors, Prevention and Control of Ergonomic Risk Factors, Medical Management, Training and Education, and an Ergonomic Initiatives Log.

II. Job Analysis and Identification of Ergonomic Risk Factors

Work site analysis will be conducted by tracking of injuries, evaluation of workstations by workers, supervisors and VBC Safety Coordinator. Job analysis will be prioritized based on loss history and analyzed for the pattern of risk that can result in cumulative or acute trauma so that controls can be initiated. The VBC Safety Coordinator will perform periodic reevaluation of selected jobs to monitor ergonomic risk factors. The outcome of these assessments is to alter the workplace, equipment, tools, work techniques, and work practice controls.

Analysis in like job situations has identified these key work areas with an incidence of repetitive motion injuries. These include:

1. Shoulder strains – Moving materials, entering and exiting trucks
2. Slips and falls – exiting automobiles, trucks and equipment
3. Wrist issues - prolonged use of computer mouse and keyboard.
4. Neck problems - prolonged use of computer screens at improper angles.

Steps will be taken to change these workstations as needs arise and incorporate job rotation in areas of prolonged labor when possible.

Key ergonomic risk factors include: body fatigue, position of arms causing arms to be elevated, finger pinching, and bent wrists while holding tools

III. Program Responsibilities

While involvement of personnel from all levels of county government is required to effectively carry out all ergonomic program goals, there is a core group of individuals that drive the program. The primary responsibility of each team member is discussed below.

The Van Buren County Judge and other elected officials support and are committed to the ergonomics program. Their responsibilities are to:

Clearly communicate management's commitment to the program.

Establish ergonomic goals and objectives.

Designate staff responsibilities and create an organization of individuals to attain these goals and objectives.

Provide the authority and resources (including, but not limited to finances) necessary to carry out all assigned program activities.

Oversee a system of accountability to assure that all program related duties are properly carried out.

This system should assign tasks and timetables (with completion dates) to individuals responsible for implementing the program.

The VBC Safety Coordinator has the responsibility to:

Investigate incidences of muscular-skeletal disorders so that jobs may be prioritized for the ergonomic analysis process.

Communicate with the various elected officials, department managers and supervisors any issues related to specific job modifications, ergonomic control measures, and ergonomic training.

Facilitate and implement design changes within the locations using engineering and ergonomic principles.

Distribute Lifting Safety Rules

Interface with outside consultants used in job analysis and prevention and control of ergonomic risk factors.

Interface with elected official, manager and supervisors to assist with return-to-work programs, training, and documentation of muscular-skeletal disorder incidences

Supervisors and/or Shop Managers responsibilities include:

Recognize and respond to any changes in employee behavior that may be attributed to muscular-skeletal disorders.

Respond promptly to any employee's complaints of early cumulative trauma disorder symptoms.

Recognize any ergonomic issues in their specific areas.

Minimize ergonomic exposures within their capabilities.

Bring any identified issues to the attention of the Van Buren County Safety Coordinator.

Assist the Van Buren County Safety Coordinator to problem solve and implement ergonomic control measures (engineering, work practices, and/or administrative changes).

Reinforce ergonomic training concepts.

Complete injury reports and identify causal factors related to ergonomic conditions.

Employee responsibilities include:

Provide input to current and/or alternate work methods during ergonomic job reviews.

Provide feedback to the Van Buren County Safety Coordinator, following implementation of any ergonomic improvements.

Identify any areas of concern in your job/work area that could contribute to muscular-skeletal disorders.

Provide suggestions for controlling ergonomic risk factors.

Report any early symptoms suggestive of muscular-skeletal disorders.

Perform regular work duties using fundamental ergonomic concepts, in compliance with Van Buren County safety rules and policies.

IV. Prevention and Control of Ergonomic Risk Factors

The prevention and control of workplace ergonomic risk hazards can involve engineering, work practices, and/or administrative controls. Engineering controls are always preferred, as these help minimize current ergonomic exposures and avoid the future occurrence of ergonomic related disorders or problems. However, work practices or administrative controls may be necessary where practical. There may be several alternatives to any one problem.

A. Engineering Controls

The goal of engineering controls is to design or redesign the task, workstation, equipment, work method, or activities to reduce ergonomic risk factors. Work locations should be designed to accommodate differences in workers' physical characteristics. Adjustment of either the employee's work height, the work unit, or surface, or the equipment used to complete the task is often indicated.

The Van Buren County Safety Coordinator and/or manager/supervisor should review equipment or furniture purchases for ergonomic criteria. This will help ensure that the County selects the proper equipment from the onset. Signed and dated copies of all reviews should be maintained.

B. Work Practices Control

The development of employee work habits that reduce stress on the body is another element of the County's total ergonomics program. Work practice control measures include:

Employee and supervisor training in preferred work methods.

Supervisory training that emphasizes the importance of reinforcing safe employee work techniques/practices which can help reduce employee exposure to muscular/skeletal stress.

Employee training in the use of any special equipment required for a particular job. (Assure that regular equipment and tool preventative maintenance schedules are met.). To be provided by the individual department manager or supervisor. Documents verifying the training are to be maintained at the location for a period of years equal the time until the employee has been retrained on the same equipment or the employee is no longer employed.

C. Administrative Controls

Administrative controls can reduce the duration, frequency, and/or severity of exposure to ergonomic risk factors. Examples of administrative controls include:

Diversifying the job duties to include more varied motions and/or positions where possible (or avoiding overspecialization).

Developing job rotation schemes where possible that allow employees to rotate to jobs which require different fundamental motions and/or positions.

Offer a choice of tools.

For rotation to be effective, the employee must rotate to a job which does not have similar ergonomic risk factors as the original job. Jobs intended for rotation schemes should be reviewed by a qualified person to ensure that the same muscle/tendon groups are not used.

V. Medical Management

An effective medical management program is critical to the success of the ergonomics program. All medical screening and evaluations must be performed by qualified and/or licensed health professionals (physicians, nurses, physical, or occupational therapists).

Primary components of the Medical Management Program include:

Systems for early detection or diagnosis, reporting, and treatment of muscular-skeletal disorders.

Sending employees for medical treatment at the onset of symptoms for cumulative trauma disorders to ensure accurate assessment and conservative treatment.

Restricted or alternate work program.

Accurate record keeping and tracking of ergonomic-related disorders.
Training.

The key objective of medical management program is to ensure prompt evaluation and follow-up of the employees experiencing muscular-skeletal disorders, until they are able to perform work without restrictions.

Our medical management system will be approved by the Van Buren County Health Department.

VI. Training and Education

Appropriate training and education is needed to ensure that all County personnel are informed about the County ergonomic program, their role in the program, and/or any ergonomic risk factors to which they may be exposed. Training should be provided for: supervisors/line managers, upper-level management, safety committee members, maintenance personnel, office/clerical personnel, and all production employees, especially when the job has moderate to high risks.

Generic training topics for all groups include:

The benefits of early reporting of muscular-skeletal disorder signs and symptoms.
The benefits of early medical treatment.
The prevention and reduction of ergonomic risk factors through job and workstation design.
Proper use of ergonomic controls.

The focus of the different training programs may be fundamental ergonomics, job specific applications, engineering design, and employee awareness. Ongoing training will be conducted to follow-up on goals established in initial training sessions. Each employee's participation in training will be recorded and maintained by the Van Buren County Safety Coordinator.

VII. Ergonomic Initiatives Log

The VBC Safety Coordinator will document actions taken to address ergonomic risk factors by maintenance of a log to track ergonomic initiatives. This log will record the ergonomic problem, date of action, results of action, both good and poor, employees/department involved in action, and implementation schedule.

(See Exhibit A Ergonomic Log).

VIII. Annual Audit of Ergonomic Program

An annual audit of the ergonomic program will be conducted by the VBC Safety Coordinator and the Van Buren County Judge. This review helps to determine the immediate and long-term results of the plan's efforts. The annual review reassesses the program and objectives for the next calendar year.

IX. *Goals and Objectives for the Ergonomic Program:

The following objectives are established:

1. Continue training for the Safety Committee and management on Fundamentals of Ergonomics.
2. Identify additional employees in priority jobs who should be trained first.
3. Develop and conduct ergonomic awareness training for employees in these priority jobs and transferees to priority jobs.
4. Continue to analyze jobs/ evaluate lifting equipment in order to identify ergonomic risk factors.
5. Make a list of overweight items and detail the proper way these should be handled.

Safe Driving Policy

Aim of this policy:

To promote a safe driving culture within Van Buren County Arkansas and thereby reduce at-fault crash costs and injuries.

Objectives of the policy:

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all Van Buren County Arkansas vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of County vehicles on the environment – this also applies to personal vehicles used for work purposes.

Van Buren County Vehicle Safety Code of conduct:

The code of conduct for Van Buren County Arkansas states that: “While driving County vehicles or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death, injury or property damage
- failing to stop after an accident
- acquiring demerit points leading to suspension of license
- any actions that warrant the suspension of a license

Responsibilities as an employee:

Every driver of a County vehicle will:

- ensure they hold a current driver license for the class of vehicle they are driving and this license is carried when driving a County vehicle
- immediately notify their supervisor or manager if their driver license has been suspended or canceled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a County vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a County vehicle
- regularly check the oil, tire pressures, radiator and battery levels of County vehicles they regularly use
- comply with all traffic laws and regulations when driving
- assess hazards while driving and anticipate ‘what if’ scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – this includes texting, web surfing and dialing of cell phones - if anything needs adjustment do so before setting off, or pull over safely in order to do so
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- report infringements to a manager at the earliest opportunity
- report vehicle defects to a manager before the next vehicle use.

– Violation of these responsibilities will merit disciplinary measures - up to and including termination

In addition, it is required that all drivers:

- take regular and adequate rest breaks
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- the employee must seek the employer's agreement before using their vehicle for work
 - the vehicle must be legally registered, warranted and insured for the purposes of work
- the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
 - the vehicle must not be used in conditions for which it was not designed (such as off-road).

Responsibilities as an employer

The employer will take all steps to ensure County vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment.

The employer will do this by undertaking the following tasks:

Giving priority to safety features when selecting new vehicles, including:

- only buying and/or hiring vehicles that rate high on current government safety tests.
- choosing vehicles equipped with ABS brakes, airbags, and all required safety features
- only buying and/or hiring vehicles that are light colored
- fitting all vehicles with a first aid kit & fire extinguisher or any other required road safety items.

The person/position responsible for ensuring this is followed is the Department Head.

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- setting up procedures where employees check vehicles' oil, water, tire pressures and general cleanliness on a daily basis, then record the inspections
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles' manuals
- setting up a procedure to identify and rectify faults as soon as practicable.

The person/position responsible for ensuring this is followed is the Department Head.

Collecting and collating statistics on incidents, accidents and their causes, including:

- the number of accidents
- who was thought to be at fault
- the probable causes of the crashes and other contributors, such as unrealistic work

schedules

- the financial cost of all accidents
- the number of prosecutions
- the number of near-miss events
- other costs, such as downtime, worker's compensation claims, temporary workers and lost productivity.

The person/position responsible for ensuring this is followed is the Department Head and the VBC Safety Coordinator.

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- recommending staff to have 10 hours' minimum continuous rest and 11 hours' maximum driving time every 24 hours
- requiring non-commercial drivers to take 10-minute breaks every two hours of driving.
- requiring staff to keep driving logs that are regularly checked by a supervisor or manager.

The person/position responsible for ensuring this is followed is the Department Head/Supervisor

Identifying driver training needs and arranging appropriate training or retraining, including providing:

- a thorough induction to the company's road safety policies and procedures
- driver training opportunities to all staff
- driver assessment and required training as part of all staff inductions
- advanced driver training or specific practical training as required and identified
- regular staff seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- driver training log updates on personnel files.

The person/position responsible for ensuring this is followed is the VBC Safety Coordinator and the Department Head

Encouraging safe driving behavior by:

- not paying staff speeding or other infringement fines
- limiting the use of mobile phones in vehicles while driving
- encouraging regular breaks while driving
- ensuring the employer is informed if existing staff become unlicensed

The person/position responsible for ensuring this is followed is the Department Head.

What employees are to do if there is a accident in a County vehicle:

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call 911 for assistance.

Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information:

- your name and address and County details.

If you damage another vehicle that is unattended call 911 for assistance.

In any incident/accident involving a County vehicle or one you are driving for the County immediately after calling 911 for assistance contact your supervisor, manager, or department head.

How the success of the policy will be measured:

The success of this policy will be measured by the increase or decrease in:

- the number of accidents involving county vehicles
- the number of at-fault accidents involving county vehicles
- the number of traffic infringements received
- the costs of repairs and maintenance
- other financial costs associated with vehicle use
- the average cost of vehicle-related workers' compensation claims.

Policy review:

This policy will be reviewed by the Van Buren County Judge and the VBC Safety Coordinator on an annual basis.

Drug-Free and Alcohol-Free Workplace Policy.

Van Buren County Arkansas is committed to protecting the safety, health, and wellbeing of all employees and the public in our workplace. The County has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol-free and drug-free environment. The purpose of this policy is to assure worker fitness for duty and to protect the County's employees, passengers, and the public from the risk posed by misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal regulations governing workplace anti-drug and antialcohol programs.

(1) Testing.

To ensure the accuracy and fairness of drug and alcohol testing, all testing will be conducted by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory, according to SAMHSA guidelines, in accordance with procedures required by the U.S. Department of Transportation where applicable, and in compliance with all applicable laws and regulations. Prohibited controlled substances are those defined by the Federal Controlled Substances Act and applicable Arkansas statutes governing controlled substances. An employee whose initial drug test result is positive and who requests a test of the split sample will be suspended without pay until the County receives the result of the split test. The split test will be paid by the County to be reimbursed to the County by the employee via withholding from the employee's paycheck. A negative result from the split test will render the first test invalid and the employee will be reinstated with back pay and reimbursement for the cost of the split test.

(2) Prescription Drugs, Over-the-Counter Drugs, and Medical Marijuana.

Prescription drugs and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription—however, a safety-sensitive employee who has been prescribed a medication that might cause drowsiness or otherwise impair the employee's ability to safely perform job functions shall notify the employee's supervisor and provide a written statement from the prescribing practitioner certifying that such use will not impair the employee's ability to safely perform his or her essential job functions. When proper notification is made and a licensed medical practitioner's statement is provided, a reasonable effort will be made to temporarily assign the employee to another position, if available. The illegal or unauthorized use of prescription drugs is prohibited. Medical marijuana usage under the Arkansas Medical Marijuana Amendment is subject to Act 593 of 2017, which restricts an employee in a safety-sensitive position from performing those duties if a positive test result occurs even if the employee is a qualifying patient under the Amendment and/or holds a registry identification card.

(3) Post-Offer / Pre-Employment Testing.

County officials who hire for a position may elect to conduct post-offer / pre-employment testing on any prospective County employee. The prospective employee will not be employed until the test results are received by the office of the County Judge. The County Judge will then notify the County Clerk, who will notify the elected County official or department head of the testing results. A prospective employee cannot start work until the post-offer / pre-employment test result is received.

(4) "Safety/Security-Sensitive Positions" include, but are not limited to, positions involving a safety-sensitive function pursuant to regulations governing drug and alcohol testing adopted by the U.S. Department of Transportation and the Arkansas General Assembly.

Safety-sensitive positions typically involve job duties where impairment may present a clear and present risk to co-workers or other persons. A safety-sensitive position includes any position where a

momentary lapse in attention could result in injury or death to another person. A safety-sensitive position includes, but is not limited to, a position in which a drug or alcohol impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to:

- (i) carry a firearm;
- (ii) perform life-threatening procedures;
- (iii) work with confidential information or criminal investigations;
- (iv) work with controlled substances;
- (v) maintain a commercial driver's license;
- (vi) drive a vehicle or operate heavy equipment as part of normal duties;
- (vii) serve as a mechanic on County vehicles;
- (viii) serve as a dispatcher for law enforcement or emergency services; or
- (ix) be prepared to use justified physical force against persons to maintain order or security for persons detained by the county.

(5) Testing of Safety/Security-Sensitive Employees.

Safety-sensitive employees are subject to testing to detect the presence of alcohol and controlled substances, including:

- (i) post-offer / pre-employment testing;
- (ii) random testing;
- (iii) reasonable-suspicion testing;
- (iv) post-accident testing; and
- (v) return-to-duty testing and follow-up testing.

(6) Random Testing of Safety/Security-Sensitive Employees. Employees in safety-sensitive positions will be subject to random, unannounced testing. A computerized program shall determine the individual safety-sensitive employees to be randomly tested.

(7) Reasonable-Suspicion Testing of Safety-Sensitive Employees. A safety/security sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of alcohol or drugs, or not fit for duty, shall be suspended from job duties with pay pending an investigation and verification of condition. Only an elected County official or the injury, immediately receives medical treatment away from the scene of the accident; or, supervisor who has been trained in reasonable-suspicion testing requirements may initiate reasonable-suspicion testing.

(8) Post-Accident Testing.

A County employee shall be suspended with pay pending an investigation and verification of condition, and screened for the presence of controlled substances and alcohol, as soon as practicable, following his or her involvement in an accident involving a County vehicle or equipment, under the following situations:

- (i) an accident that results in the loss of human life;
- (ii) an accident that results in a moving violation citation;
- (iii) an accident that involves bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or,
- (iv) an accident that involves one or more vehicles incurring disabling damage as a result of the accident (requiring any vehicle to be transported away from the scene).

(9) Disciplinary Action.

The following shall result in immediate discharge:

- (i) refusal to take a mandated test for drugs or alcohol;
- (ii) a positive drug test (once the time limit for requesting a split test has expired, or upon receipt of a positive result from the split test); or
- (iii) a positive alcohol test.
- (iv) an accident that involves one or more vehicles incurring disabling damage as a result of the accident (requiring any vehicle to be transported away from the scene).

(10) Records.

All records regarding the County's Drug-Free and Alcohol-Free Workplace Policy shall be confidentially maintained, in a secure location with controlled access. Although records maintained by the County will remain confidential, such records may be used in legal proceedings in defense of the County, its agents, and employees, and such records may be otherwise disclosed as required or allowed by law.